

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department of Agriculture		9. Position No. K0109250		10. Budget Program Number 046 / 68000	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Chemist III	
3. Division Laboratories				12. Proposed Class Title	
4. Section Pesticide		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By		Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:			

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Audra K. Gile	Laboratory Director	K0220511

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is the supervisor for the Pesticide Laboratory. A wide latitude is given this position in the responsibility for the flow of work. A 45 day turnaround time is strived for on residue samples. Instructions are general in nature. The quality control program for this section of the laboratory is the responsibility of this position.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	<p>This position is the section supervisor and has the overall responsibility of the functioning of the Pesticide Laboratory. Duties include the assigning of duties and responsibilities of the other five positions in the Pesticide Laboratory and supervising those duties and responsibilities involving observation, assistance, teaching, upkeep of instruments and analysis of analytical results. This position is also a bench working position, that is hands-on analytical work.</p>
1 40%	<p>Analyzes samples for the presence of pesticide residues and pesticide products for label guarantees. Documents sample preparation, extraction, cleanup, instrumental responses and writes a comprehensive and scientifically accurate report. The report is reviewed by the Laboratory Director and the review focuses on the appropriateness of the method used, the completeness of documentation and the success of the quality control elements of the methodology.</p>
2 15%	<p>Validates, documents and implements improvement of pesticide residue and formulation analyses. Conducts method development and validates new and existing methods by conducting method studies to establish pesticide extraction effectiveness, limit of detection, matrix applicability and participates in inter-laboratory performance audits.</p>
3 15%	<p>Maintains analytical instruments and equipment. Calibrates, repairs and cleans analytical instruments following established standard operating procedures. Trains other Pesticide personnel in the procedures for maintaining the analytical instruments.</p>
4 15%	<p>Assigns duties and responsibilities to the other personnel in the Pesticide Laboratory. This includes samples to be analyzed, upkeep of the instruments and special projects to be worked on during the off-season. Reviews reports of the other analysts.</p>
5 10%	<p>Performs annual evaluations of Pesticide Laboratory personnel.</p>
6 5%	<p>Performs other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Chemist II	67417
Chemist II	66130
Chemist I	45601
Laboratory Technician III	76624
Laboratory Technician III	64189

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

This laboratory conducts procedures involving hazardous chemicals. An out-of-control reaction or fire could easily disrupt the functions of this laboratory. An error in analytical judgment could result in economic hardship for the clients being served.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position may contact other employees of the Kansas Department of Agriculture, Environmental Protection Agency employees, industry representatives, or other state analysts.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Numerous acutely or chronically toxic chemicals are used. Flammable and combustible solids, liquids or gases are also used. This is a chemical laboratory where injury or discomfort can result from mishandling of glassware, inadequate ventilation, or spills. Personal protective equipment is provided and will be utilized when necessary.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily – HPLC/UV, GC-FID, GC/MS, LC/MS/MS, SPE Manifold, Rotary evaporators

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Bachelor's degree in a Natural Science field with a minimum of 25 hours in chemistry **and** two years of experience in chemistry. Experience in the natural science field may be substituted for the required education as determined relevant by the agency.

Education or Training - Special or professional

N/A

License, certificates and registrations

N/A

Special knowledge, skills and abilities

Knowledge of the principles and practices of chemistry. Knowledge of laboratory methods and modern, instrumental, analytical techniques such as gas and liquid chromatography, GC/MS, LC/MS/MS. Knowledge of the operation, maintenance, and minor repair of complex laboratory instruments. Knowledge of laboratory quality control procedures and appropriate statistical methods. Ability to use and care for complex laboratory instruments. Ability to perform various tests, adapt techniques as required, and to perform complex computations. Ability to prepare scientifically accurate and thorough reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with others.

Experience - Length in years and kind

N/A

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Degree in Chemistry is preferred. At least one year of supervisory experience in a laboratory setting preferred.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date